

# CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

*Veterans First*



**Classification:** **Staff Services Manager III (4802)**

**Salary: \$6334 - \$6984**

**Permanent – Full Time**

**Location:**

Department of Veterans Affairs  
Human Resources Division  
1227 "O" Street  
Sacramento, CA 95813

**Who Should**

**Apply:**

Current State employees within this classification or those who are eligible on a certification list, transfer or reinstatement eligibility.

**SROA PROVISIONS APPLY.**

**Duties and**

**Responsibilities:**

Under the administrative direction of the Undersecretary and Secretary of the Agency, the Staff Services Manager III has the responsibility for HR policy formulation and implementation and full management and supervisory responsibility for the department's statewide human resources program (i.e., staff in headquarters, field offices and the Veterans Homes), which includes personnel management; exams, selection and recruitment; classification and compensation; administrative training and staff development; payroll, benefits and transactions; conflict of interest; award and wellness programs; workers compensation/cost containment and reduction; return to work program; reasonable accommodation, health and safety; mentoring program; labor relations; bilingual services/survey; DOT drug testing; employee orientation; and all other programs relative to human resources.

With the constant focus on the Agency's sensitive programs such as the CALVET Home Loan Program, the opening of the various Southern California Veterans Homes and the program/business changes that occur at the Veterans Homes in Yountville, Barstow and Chula Vista, this position has become the focus of various interest groups, union organizations, the public and the media, in how the civil service merit system and appropriate personnel management laws, rules, policies and procedures are applied. It is also commonplace to receive inquiries from legislator's offices asking about CDVA's examination, recruitment and selection procedures and process. Other duties and responsibilities include but are not limited to:

- ❑ The position serves as a member of the agency's management team. Exercises full management and supervisory responsibility in charge of Human Resources with responsibility for policy formulation and implementation. Responsible for working closely with all agency and field management staff in making agency-wide decisions and implementing the goals and objectives of the Agency's Strategic Plan.
- ❑ Manage CDVA's labor relations and employee relations program, which includes contract interpretation of 13 of the 21 bargaining units. Responsibilities also include providing labor relations training for supervisors and managers, participating as a management team member in contract negotiations. Responding to grievances, meeting with the unions regarding issues at the various veterans homes and other responsibilities relative to labor relations.

- ❑ Develop, implement and monitor an aggressive worker's compensation cost containment and reduction plan. This includes working more closely with SCIF to

resolve and settle outstanding claims. Another component of this task is to redefine CDVA's injury and illness/health and safety program at all of the veterans homes and headquarters. Administer CDVA's classification and compensation plan; delegated examination, recruitment, selection and job analyses, which includes providing appropriate information to DPA/Finance for special salary considerations in regard to recruitment and retention for specific classifications; develop and implement a recruitment mechanism for hard to recruit classifications such as registered nurse, pharmacists, dentists, chief medical officer and other level of care classifications.

- ❑ Training and staff development. This includes the development, implementation and monitoring of a statewide system to provide mandatory training for staff, supervisors and managers in areas that include worker's compensation, progressive discipline, hiring interview guidelines and techniques, return to work, reasonable accommodation, new employee orientation, FMLA, ADA guidelines and all other applicable topics.
- ❑ Represent CDVA with staff of DPA, SPB, State Controllers, Public Employee Relations Board, Public Employees Retirement System, State Compensation Insurance Fund, employee groups and other entities outside of the State government system on matters pertaining to the level of service and policy direction of the division and the Agency in regard to human resources.

#### **Desirable Qualifications:**

- ❑ Broad administrative and supervisory experience with participation in the formulation of the State Civil Service Human Resources program policies.
- ❑ In-depth knowledge of the State Laws and Regulations related to the Human Resources programs.
- ❑ Knowledge of the State Worker's Compensation.
- ❑ Demonstrated successful interpersonal, organizational and leadership skills.
- ❑ Well-developed oral and written communication skills.
- ❑ Proven ability to work with the Agency's management team.
- ❑ Extensive experience in responding to various interest groups, union organizations, the public and the media.
- ❑ Experience with Budget Development.

#### **How to Apply:**

Candidates should submit a State Application (STD. 678), résumé and statement of qualifications to:

CA Department of Veterans Affairs  
1227 "O" street  
Sacramento, CA 95814

**Attention: Margaret Williams, Associate Personnel Analyst**  
**Reference: M-80 # 47 - 04/05**

#### **Inquiries:**

Department of Veterans Affairs  
Voice: (916) 653-2535 or 653-1932

#### **Final Filing Date: October 28, 2004**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. RELEASED: 10.05.04